

## PEASE PUBLIC LIBRARY

### BEHAVIOR POLICY

To ensure that all users of the Pease Public Library may safely and freely use the library, there are expectations that patrons will behave in a manner that does not interfere with the mission of the library, the rights of others, cause damage to the library building or property or injury to others. Library patrons unwilling to modify unacceptable behavior (as outlined below) will be asked to leave the premises. Police will be called when conduct is illegal, when a threat is posed to the library or individuals, or when individuals refuse to follow library policies or refuse to leave the library when requested to do so. No list is exhaustive; any conduct which disrupts the library is prohibited.

*These rules apply to all patrons of the library regardless of age.*

1. Use of alcohol, tobacco, vapes and e-cigarettes is not permitted anywhere in the Library building.
2. Soliciting or distribution of leaflets within the library is prohibited.
3. Appropriate attire, including shirts and shoes, must be worn at all times.
4. Skateboards, skis, snowboards, and other sports equipment are not allowed in the building.
5. Neither the library nor its staff is responsible for patrons' personal belongings left unattended.
6. As a courtesy, please turn cellular telephone ringers off while in the building, and place any outgoing calls from outside the building.
7. Loud, boisterous or disruptive behavior is not permitted.
8. Physical or verbal harassment of other patrons or staff is prohibited.
9. Any purposeful damage done to the material, equipment, furniture, building, or property of the library is against the law and may be reported to the police.
10. Blocking of entrances and exits is not permitted.
11. Sleeping or loitering anywhere in the library, in the front lobby, around the perimeter of the building and downstairs is prohibited.
12. Running up and down the stairs in the building is prohibited.
13. Elevator use is limited to adults or children accompanied by an adult.
14. Public restrooms are meant for one person at a time unless a parent is accompanying their young child or a caregiver is required.
15. Eating in the library is allowed only in certain areas. Leave any drinks at the circulation desk if you are using the computers.
16. Covering or obscuring Library security cameras is prohibited and may result in legal action.
17. No one may interfere with another person's right to use the Library or with the Library staff's performance of their duties.

#### Consequences of Policy Violation:

Individuals who violate the behavior policy may be denied access to the library and library grounds through the issuance of a written No Trespass Order.

The duration of No Trespass Orders must be proportional to the underlying misconduct.

The Director has the authority to suspend Library privileges for repeat offenses. A serious violation or repeated violations, or a violation where the police are called, may result in longer exclusions from the Library up to permanent ban from the Library premises, at the discretion of the Director. If the patron's behavior does not constitute an immediate threat to the safety, security of patrons and staff, or to Library property, the patron will be provided with written notice, by certified mail, or hand delivery by the Plymouth Police if necessary, of the suspension of Library privileges. The notice will specify the date on which the suspension of privileges is to commence, and the reason(s) for said action. The notice will also advise the patron of their right to challenge the decision by requesting a hearing before the Board of Trustees. The request must be made in writing and submitted to the Library Director and the Chair of the Board of Trustees within 30 days of the alleged offense. The decision of the Board of Trustees following any hearing will be final.

In cases where a patron's behavior constitutes an immediate threat to the safety or security of patrons and staff, or to Library property, the Director may impose an emergency suspension of the patron's Library privileges and prohibit the patron from entering the Library. In cases of emergency suspension of privileges, the patron will be provided with written notice by certified mail, or hand delivered by the Plymouth Police if necessary, of the immediate suspension of the patron's Library privileges and advising the patron that they are not permitted to enter the Library. The notice will include the length of the ban and explanation of policy and appeal procedure.

Any unlawful actions committed in the Library or on the Library premises will be immediately reported to the Plymouth Police Department and the Pease Public Library Board of Trustees.

Documentation: The staff members involved shall prepare a written report of all incidents. For all bans of one month or more, the Library will send a formal notice of suspension by certified mail-return receipt requested to the last known address of the patron, or by hand-delivery by the Plymouth Police Department if necessary. Copies will be kept at the Library and will also be given to the Plymouth Police Department and presented to the Board of Trustees. In the case of a minor, their parents/guardians will be notified. Should the Library be unable to determine the identity of the suspended individual, no notice will be sent but a record of the event will be kept at the Library. Lack of written notification shall not affect the suspension.

Adopted by the Board of Trustees September 25, 2013; Amended June 18, 2014; Amended August 21, 2014.; Amended July 28, 2018; Amended Dec. 20, 2018. Amended Nov. 17, 2022. Amended Nov. 20, 2024.